

**Summary of the
Board of Directors Teleconference
August 27, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, August 27, 1998 at 1:30 p.m. The meeting was led by the Board Chair, Dr. Ken Jackson. The action items are shown in Attachment A and the list of participants is shown in Attachment B.

Approval of Minutes of July 30, 1998 Meeting

After some discussion the minutes of the July 30, 1998 meeting were approved.

Federal Register Notice from OW on PT Samples

Ms. Betsy Dutrow summarized the Federal Register Notice (40 CFR, Part 141, July 31, 1998 Volume 63, No. 147, FR page 4113) from the Office of Water on Proficiency Testing samples in which the laboratories will be required to be certified with a PT sample for the method that they actually use which is different from the NELAC standard. She reported that the PT committee is not in full agreement with the proposal and the committee will prepare formal comments to EPA for the record. The Board agreed to address the issue of better communications with EPA/OW.

Report on EMMC/NELAC meeting

Dr. Jackson reported that all the EPA programs who are planning to implement PBMS were represented and gave outlines of their implementation plans. He gave an overview of the OW, OSWER, OAR and OPTS presentations. He stated that Ms. Silky Labie presented the NELAC position at the meeting.

EMMC Panel and Steering Committee meetings

Ms. Nancy Wentworth briefly gave an overview of the meetings. She stated that there was a discussion on the proposed revision to the EMMC charter. She also announced that Ms. Mary Ann Lynch had joined the staff of EMMC. The NELAC budget, PBMS training and training for laboratory assessors under NELAC were discussed. She reported that Ms. Wendy Blake-Coleman had indicated that there will be a call from NIST for more funding from EPA to operate the program. The next Policy Council meeting is scheduled for 2:30 p.m. on September 22, 1998.

Training Requirements in Chapter 3

Bob Runyon, Region 2, reported on the training requirements. He stated that a budget for training had been done and had been presented at the Panel and Steering Committee meetings. They found in their preparation of the budget that there would be almost a month of training required and that this amount of time and cost for state personnel would not be feasible. A

compressed time frame was suggested by Region 2 and Mr. Runyon will distribute their proposal for training to the Board for their consideration. Region 2 will also present their recommendations to the On-site Committee.

Communications

- S** Suburban Water Testing Laboratory - Ms. Batterton stated that she had previously sent a copy of Mr. Dietrich's letter to Ms. Silky Labie and Ms. Pauline Bouchard. Ms. Labie reported that she, Mr. Joe Slayton and Ms. Bouchard will prepare a response.
- S** Louisiana Department of Health and Hospitals - Ms. Mourrain will send a copy of Dr. Bradford's letter to the EMMC Tri-chairs for response to the Performance Based Methods issue and she will prepare a letter to Dr. Bradford answering his other concerns.
- S** ACIL - Ms. Mourrain stated that she had a conversation with Mr. Pagliaro regarding his concern that Pennsylvania was including supplemental requirements in their NELAC legislation. She stated that some of the records required a retention period of 30 years and that Pennsylvania would be reviewed in accordance with the NELAC standards and if they are not in compliance they will have two years to change their regulations. It was suggested that the Region, Mr. Joe Slayton, Chair of the Quality Systems committee, and Mr. Carl Kircher, Chair of the Regulatory Coordination committee receive a copy of the letter.
- S** WEF meeting - Ms. Mourrain reported that Laura Conrad had asked if speakers could be furnished for double NELAC sessions at their meeting in October of 1999 in New Orleans. Ms. Batterton and Dr. Jackson volunteered to go to the meeting. Ms. Mourrain will respond to their request and will work on an outline with Ms. Batterton and Dr. Jackson.

Draft Letter to Hansen

Dr. Jackson will prepare a response to the Deputy Administrator's letter of June 26, 1998. The Board members will be solicited for comments.

Open meeting/social hour at Interim and Annual Meetings

Ms. Mourrain suggested that the Board needs to make a more concerted effort to interact with the conference attendees. Dr. Jackson stated that they were going to try to have a conference banquet at the Annual meeting and suggested that each Board member sit at a different table to maximize the opportunity to meet and talk with the attendees.. Also, Ms. Dutrow stated that there is a an area available for a mixer at the Interim meeting hotel.

Compliance with July 1997 NELAC standards

Ms. Dutrow reported that a question was raised on whether current accrediting authority

applicants can “pick and choose” among the requirements of the 1997 standards and 1998 standards. She stated that a state must comply with all the standards in the version selected. The Transition committee will clarify that if the Accrediting Authority is reviewed at any point in time their review will be according to the standards that are in place at the time they apply. The present reviews are being conducted against the 1997 standards.

Committee Liaison reports

Ms. Mourrain announced that the Membership and Outreach committee will be holding only one more meeting before the Interim meeting.

Other committee reports will be given at the next meeting.

NELAC, the Video

Ms. Mourrain announced that the video will be on October 7 and she will provide the information on how to access it.

Action Items
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August 27, 1998

Item No.	Action	Date Completed
1.	Dr. Charles Hartwig will draft a letter to the Office of Water regarding a communications strategy.	
2.	Dr. Gene Tatsch will send copies of the Federal Register Notice on PT samples to the Board members.	
3.	Ms. Jeanne Mourrain will post a copy of the Federal Register Notice on the NELAC website.	
4.	Dr. Ken Jackson will draft a request to Ms. Carol Finch to ask that the EPA program offices (in addition to that proposed by OW) prepare a point by point comparison of their PBMS document to the NELAC standard.	
5.	Mr. Bob Runyon will send the Region 2 recommendation for compression of the time of training to the Board for comment.	
6.	Mr. Runyon will send a copy of the proposed training recommendations to the On-site Assessment committee.	
7.	Ms. Silky Labie will work with Mr. Joe Slayton and Ms. Pauline Bouchard to prepare a response to Mr. Dietrich's letter.	
8.	Ms. Mourrain will send a copy of Dr. Bradford's letter to the EMMC Tri-chairs for their response to the Performance Based Method issue.	
9.	Ms. Mourrain will prepare a response to the other issues addressed in Dr. Bradford's letter.	
10.	Ms. Mourrain will send a copy of Mr. Tony Pagliaro's letter to the Regulatory Coordination committee and to the Quality Systems committee for their information.	
11.	Ms. Mourrain will respond to the WEF request for speakers for their 1999 meeting in New Orleans. Ms. Batterton, Dr. Jackson and Ms. Mourrain will work with them to define an outline.	
12.	Dr. Jackson will prepare a draft letter to Mr. Fred Hansen and circulate it to the Board members for comment.	
13.	Ms. Mourrain will furnish information on how to access the showing of the NELAC video on October 7, 1998.	

Attachment B

**List of Participants
Board of Directors Teleconference
August 27, 1998**

Name	Affiliation	Telephone Numbers
Dr. Ken Jackson, Chair	NY Dept. of Health	Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Jim Pearson, Chair-elect (Absent)	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton, Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Dr. Ron Cada	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Ms. Betsy Dutrow, Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo (Represented by Bob Runyon)	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Charles Hartwig (Senior Advisor to the Board)	FL Dept. of Health	Tel: 904-791-1550 Fax: 904-791-1567 e-mail: charles_hartwig@doh.state.fl.us
Dr. Gary King (Absent)	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail: lglgking@nm.net
Ms. Silky Labie	FL Depart. of Environmental Protection	Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov

Ms. Jackie Sample (Absent)	U.S. Navy	Tel: 843-743-8673 Fax: 843-743-8668 e-mail: sample_jackie_h@hq.navsea.navy.mil
Ms. Nancy Wentworth (Invited Guest)	USEPA, ORD	Tel: 202-564-6830 Fax: 202-565-2441 e-mail: wentworth.nancy@epamail.epa.gov
Dr. Gene Tatsch (Contractor)	RTI	Tel: 919-541-6930 Fax: 919-541-7386 e-mail: cet@rti.org
Ms. Carolyn Cross (Recorder)	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov